



AZ-AIHA Monthly Board Meeting, November 14, 2023 Meeting Minutes

2023/2024 Officers Attendance:

Name/Title	Present	Name/Title	Present
Dylan Staack, Past President	Proxy	Sheila Gwizdak, Treasurer	x
Dee Huddleston, President	x	Christina Collins, Past Treasurer, Treasurer Elect	x
Aaron Bankhead, President Elect	x	Eric Lyding, 2 nd Year Director	x
Sharon Shindel, Secretary	x	Aaron Baldwin, 1 st Year Director	
Novi Wong, Secretary Elect	x	Jersey Orias, Student Representative	x
		Pedro Flores Gallardo, Student Representative-Elect	x

1) Welcome, meeting called to order at 12:03 PM.

- Introduced two new U of A Student Reps, Pedro Flores and Gallardo and Jersey Orias

2) Approval of previous meeting minutes: Eric motioned to approve; Christina seconded. Motioned approved

3) Routine Business

- Treasury Report (Shelia Gwizdak, Christina Collins)

	Last Month	Current Month
Wells Fargo	\$11,604.23	\$ 11,487.85
Paypal	\$1,588.05	\$1,588.05

4) Programming/PDC/Webinars (Eric Lyding, Aaron Baldwin, Robyn Steiner)

- AZ Health and Safety Summit: Post Conference Discussion/Lessons Learned
 - After our \$2,000 donation to Kids Chance of Arizona, it's looking like we broke even at the AZ Health and Safety Summit this year.
 - We are awaiting more details from the post conference meeting.
- Update website:
 - Need updated bios from all board members. Please send them to Sharon.
 - Christina sent prospective members an email with details on how to join the local section.
 - Webpage is updated with 2024 membership link.
- Holiday Social: Discussed getting a sponsor for a holiday event. In the past, sponsor paid having their name on the event, at PDCs have had table and 5 min time for talk about their services. Decided on Friday Jan 26th. Aaron Bankhead, Sheila and Sharon volunteered to coordinate event.
- Spring PDC: Student rep input is best time is morning, proposing on Tuesday March 12th which may include an in-person board meeting. Classes are 9-12. Discussion on timing of meals, light breakfast and then lunch at 11 so folks can eat and participate in career talk. Past agenda has been - 1 hour of students, 1-hour professional presentation and 1 hour career panel discussion.
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5) AZ AIHA Outreach & Student Committee

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- Dee - Endorsement letter was sent to Shannon to support the U of A College of Public Health (UACOPH) virtual escape room project.
- Dee followed up with Shannon Newton, she agrees with distributing the \$3,000 evenly between the two research projects \$1,500 to Yoonhee Jung (Green Disinfectants) and \$1,500 to Rietta Wagoner (Heat and Heavy Metal). Dee will notify students with official letter, they can contact Christina to get the funding.
- Tina Fingesi tinafingesi@arizona.edu is asking for permission to use the AIHA AZ Local Section logo on project documents such as recruitment flyers, survey questionnaire, participant activity log, etc. (we have already provided funds for Tina's project). Board discussed this and decided not to allow inclusion of our logo, instead she can acknowledge the funding from AIHA on the documentation. Dee motioned and Christina seconded, board approved decision. Pedro to notify Tina of board's decision.

6) New Business/Roundtable

- Discussed funding/hosting a meeting at Embry Riddle (Prescott) to have more facetime with students and members located in that area. Consider having a combined meeting with EIA (AZ Environmental Information Association).
 - Eric reached out to EIA and they are interested in being involved.
 - Dee discussed this with Christopher Brandon as well, not a lot of student interest, however, AZ-ASSP would support a trip to Prescott, AZ if we can re-gain interest in the area.
 - Will discuss more at next meeting.
- Purchase Banner through National or Local-Sharon to order banner through national using designated verbiage from National – haven't heard back from National on this.
 - Action item – send Sharon pictures for banner.
- Agreed to have an in-person Board meeting in December. Eric to host at Terracon.
- Dee needs a business plan to review (contact Cary for recent copy).

To do list:

- Refer to action items above.

Month	Task	Person(s) Assigned
January	BoD meeting	President
	Holiday Party	Program Committee / President-Elect
	Planning for Tucson ½ day PDC and University Student Career Panel	President/Director
	AZ Membership Invoice	Treasurer
	Update Constant Contact Email list/ Review contact information based on National provided data and make any updates (as needed throughout the year)	Treasurer
February	BoD meeting	President
	Clean-up the Constant Contact list and reach out to National Arizona members who have not joined the local section	Secretary
March	BoD meeting	President

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April	BoD meeting	President
	File with Az Corp Commission	Treasurer
	Planning for Safety Summit	Board
May	BoD meeting	President
	File 990-N with IRS	Treasurer
	Arrange Ethics Training	Board
June	BoD meeting	President
	File Group Exemption with AIHA	Treasurer
	Joint AIHA/ASSE Social	Board
	Send out Officer Elections Ballot	Past President
July	BoD meeting	President
August	BoD meeting	President
	Annual Calendar Planning meeting	Outgoing Board & Incoming Board
September	Annual Meeting, Webinar	Program Committee / President-Elect
	Intro Incoming Officers	President
	Update Website with new Board Members	Director
	Send Incoming Officer List to the Regional Director and AIHA National	President
October	BoD meeting	President
	Send Business Plan to Regional Director and National	President
	New officer orientation to train on responsibilities and business plan, Constant Contact	President
	Constant Contact Survey (As needed)	President
November	BoD meeting	President
	Bylaws review	President
	Holiday event planning	Board
	Determine if we want to purchase webinar subscription for next year	Board
	Designate AIHA Leadership Training Attendee	Board
	UofA Student Outreach – Career Panel	Board
	Create the membership renewal event and schedule it to send out in January	Treasurer
	PO Box Renewal	Treasurer
	Solicit Board of Director candidates	
December	BoD meeting	President
	Renew Constant Contact	Treasurer
	Renew Mini-Subscription to AIHA Webinars (if board decided to subscribe next year)	Treasurer